



U.S. Department of Agriculture

Personnel Security Bulletin #03-04

Subject: Periodic Reinvestigations, Training, and End of Year Processing - Action Due By September 12, 2003

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Agriculture

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Subject: This Bulletin covers: (1) periodic reinvestigations, (2) training on position sensitivity designation and completion of investigative forms, and (3) end of year investigations processing deadline.

Issue: See issue description below.

Date Issued: September 4, 2003

Effective Date: September 4, 2003

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program

Supersession: This Bulletin does not supercede any previous guidance issued.

Periodic Reinvestigations

Periodic reinvestigations are required by OPM regulation. Employees holding TOP SECRET, SECRET, and CONFIDENTIAL security clearances are subject to reinvestigation as follows:

<u>Clearance Level</u>	<u>Date Completed Reinvestigation Required</u>
Top Secret	5 Years From the Closing Date of the Last Investigation
Secret	10 Years From the Closing Date of the Last Investigation
Confidential	15 Years From the Closing Date of the Last Investigation

Mission Areas/Staff Offices are urged to schedule the periodic reinvestigation with PDSD approximately 6 months before the closing date of the last investigation. Failure to timely schedule periodic reinvestigations could result in access denial to classified information or meetings.

Training on Position Sensitivity Designation and Investigative Forms

PDSD is planning two classes on: (1) Position Sensitivity Designation, and (2)

Investigative Forms Completion. Position sensitivity designation is particularly important because it determines the level of security clearance a position requires. In 2004, Mission Areas/Staff Offices will be asked to certify that all employees needing security clearances have received those clearances.

Please provide us the names of employees you would like to nominate for either the Position Sensitivity Designation, and/or Investigative Forms Completion classes. There will no direct charge for these classes. Contact Susan Gulbranson, Chief, Personnel Security Branch, PDSD, susan.gulbranson@usda.gov, 202-720-7373, with your nominations no later than **September 29, 2003**.

End of Fiscal Year Requests for Investigation

Year-end requests for background investigations must be received in PDSD no later than **September 12, 2003**, to ensure processing before c.o.b. September 30. Submit all required items along with properly completed security forms to ensure prompt processing.

Further Information: For further information, please contact the Personnel and Document Security Division at 202 720-7373
